

City of San Antonio
Application for Appointment
to the Municipal Civil Service Commission



Name: _____
(Title) (Last) (First) (Middle)

Mailing Address: _____
(Street) (Zip Code)

Preferred Phone and Fax: _____
(Phone) (Fax)

Employer: _____ Occupation: _____

Are you a City of San Antonio resident? _____ Yes _____ No How Long? _____

In which City Council District do you reside? _____ Length of residence: _____

Are you a qualified elector of the City of San Antonio? _____ Yes _____ No

(A "qualified elector" means a person who: (1) is 18 years of age or older; (2) is a United States citizen; (3) has not been determined mentally incompetent by a final judgment of a court; (4) has not been finally convicted of a felony or, if so convicted, has: (A) fully discharged the person's sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (B) been pardoned or otherwise released from the resulting disability to vote; (5) is a resident of the City of San Antonio; and (6) is a registered voter.)

Do you currently hold any public office or position, or are you a candidate for any other public office or position? _____ Yes _____ No

("Public Office" is defined as a position in which you have authority to act independently of others' control. If the position held is merely advisory in nature, it does not constitute a public office. You are deemed to hold a "public position" if you are an employee of a governmental agency, including but not limited to, the City of San Antonio, Bexar County, the State of Texas, or the U.S. Federal Government.)

If yes, please list the name of the office or position. _____

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?

_____ Yes _____ No

If yes, please explain _____

Do you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member)?

_____ Yes _____ No

If yes, please explain _____

Name: _____

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Do either you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service (this includes leases and contracts for goods or services)?

_____ Yes _____ No

If yes, please explain _____

Appointment to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup. As such, please complete the following optional information.

ETHNIC CODE:

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W = Non-Minority

H = Hispanic*

* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

B = African American

P = Asian or Pacific Islander

O = Other

I = American Indian/Alaska Native Aleutian

GENDER CODE:

☐

M = Male

F = Female

Do you have any litigation pending or completed within the last 12 months, either personally or professionally, which would affect your ability to fulfill the functions of the board or commission, if selected?

_____ Yes _____ No

If yes, please describe: _____

Have you ever been convicted of violating any federal, state, or municipal law, regulation or ordinance?

_____ Yes _____ No

If yes, give details. Do not include traffic violations.

Have you ever been hired for a position with the City? _____ Yes _____ No

If yes, list the department(s), position(s), and dates below.

Department: _____

Position: _____ From: _____ To: _____

Reason for leaving City employment: _____

Do you have any relatives (by blood or marriage) working for the City of San Antonio? _____ Yes _____ No

If Yes, A. List name(s), B. relationship(s), C. department(s), and D. position(s) held:

Name: _____

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A. _____ B. _____ C. _____ D. _____
A. _____ B. _____ C. _____ D. _____

BACKGROUND

Education: _____

Professional: _____

Volunteer Experience/Community Service: _____

Areas of interest: _____

Please specify membership on any other governmental Board/Commission/Committee.

List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are a member and/or officer and/or employed by, and give the title and dates of any position which you have held in such organization.

Organization: _____
Title: _____ Dates: _____

Organization: _____
Title: _____ Dates: _____

Please provide a brief narrative outlining your reasons for seeking appointment to the Municipal Civil Service Commission. (Resume or additional information may be attached.)

What qualities do you possess that would make you an effective commissioner?

Name: _____

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What do you believe your role would be as a commissioner?

Please note the following qualifications for membership to the Municipal Civil Service Commission pursuant to Section 70 of the City Charter:

1. Each member and alternate member of the Commission shall be a qualified elector of the City; and
2. Each member and alternate member of the Commission shall neither hold, nor be a candidate for any other public office or position (see definitions of “public office” and “public position” above).

In addition, please be advised that the Commission meetings are held twice a week, on Tuesdays and Thursdays, beginning at 8:30 AM.

I have read and understand the qualifications for membership and the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Signature

Date

PLEASE RETURN COMPLETED FORM TO CITY CLERK’S OFFICE FOR PROCESSING:

Office of the City Clerk
P.O. Box 839966
San Antonio, Texas 78283-3966
Fax No. City Clerk’s Office - (210) 207-6938
For any questions regarding this application form, please contact (210) 207-7257.
(Original copy will be on file in the City Clerk’s Office for 12 months.)

Note: All information provided herein or pursuant hereto is considered public record upon receipt.

ATTACHMENT I

(1 of 2)

Name: _____

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Members are required to abide to the City's Ethics Code and the requirement for each Board and Commission member to file a Financial Disclosure Report upon appointment, and annually thereafter. **Failure to file a Financial Disclosure report will result in the Member's automatic removal from the Commission.**

ATTACHMENT II**(2 of 2)****CONSENT FOR CITY TO CONDUCT A SEARCH OF CRIMINAL HISTORY RECORDS
AND RELEASE OF PUBLIC INFORMATION**

I hereby state that all of the information in the Application for Appointment is true and correct. I further request, as a part of my Application, that all law enforcement officials and criminal justice agencies release any criminal history records concerning me to the City Clerk of the City of San Antonio in order that qualifications may be checked.

I understand that if any member of the public makes a request for information included in the Application for Appointment, most of the information must be disclosed under the Public Information Act. I understand that the City of San Antonio will attempt to maintain the confidentiality of highly private matters by seeking an Attorney General's opinion in accordance with the Public Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.

Signature

Sworn to and subscribed to before me by the affiant on this _____ day of _____ 200____.

Notary Public, State of Texas

My Commission Expires: _____

Title